

Public Libraries

Acquisition Records

LRDA Number 20070959

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records relating to the acquisition of library materials including but not limited to books, periodicals, software, compact discs, videotapes, audiotapes, and film. This series may also include information related to the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Applications for Library Card

LRDA Number 20070950

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of forms submitted by individuals to request borrowing privileges from a public library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number.	Until application is processed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Catalog Records

LRDA Number 20070951

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of electronic or physical records identifying and describing books and other materials in public library collections.	Until superseded	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Children's Internet Protection Act (CIPA) Records

LRDA Number 20181970

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. Records may include but are not limited to library internet safety policy, records documenting policy adoption actions, certifications of compliance, records documenting technology protection measures, approval letters, audit reports and findings, records documenting the purchase and delivery of services (bidding, contracts, inventory, invoices, etc...) various forms, related correspondence, and similar records.	Ten (10) calendar years after the latter of the last day of the applicable funding year, or the service delivery deadline for the funding request.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Act, 47 USC section 254 (1)(B), 47 USC section 254 (6), 47 CFR section 54.516, 47 CFR section 54.520, FCC Reports and Orders, NRS 239.013, NAC 239.165 (1)(2)	47 CFR Section 54.516 - Requires that program participants retain all documents necessary to demonstrate compliance with the statute and Federal Communications Commission (FCC) rules regarding the application for, receipt, and delivery of services receiving schools and libraries discounts.

Daily Sign-In or Sign-Up Records

LRDA Number 20071585

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains daily sign-in/up sheets for use of computers or other technical equipment, used for control and statistical purposes. Also includes Internet sign-in logs.	Until close of business day.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Equipment Use Records

LRDA Number 20071583

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD or video tape players, cassette tape recorders and film projectors.	Retain until equipment is returned or written off as lost or stolen.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

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Fines, Overdue Books and other media, Records of

LRDA Number 20070952

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment or discharge of fines for overdue books. This series may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents.	Until annual audit is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)	None.

Fines, Requests for Payment

LRDA Number 20070953

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for payment of fines. This series may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents.	Retain until receipt of payment or after written off as uncollectable.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Friends of the Library Records

LRDA Number 20071582

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of "Friends of the Library" groups, local library associations or non-profit groups which exist for the purpose of generating funding for services and equipment for libraries. This series may include but is not limited to membership lists/forms, press clippings, solicitation letters to potential members, programming records including publications/ brochures and press releases, accounting records, annual reports, agendas, meeting minutes, tickets, event records, related correspondence, and similar documents.	Retain annual reports, meeting minutes and agendas, one publications and brochures and press releases permanently. Retain related accounting records until completion of annual audit. Retain other records for as long as administratively useful to the library.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 379.026, NRS 379.106, NAC 239.165 (1)(2)	None.

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Interlibrary Loan Requests

LRDA Number 20070954

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library.	Retain until item is returned or written off as lost or stolen.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Library Reports

LRDA Number 20071586

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical and narrative reports documenting collection, registration, circulation, lost books, children's programs, and other library activities. This series may include but is not limited to various reports such as circulation statistics by category (non-fiction, fiction, magazines, etc.), books reserved, photocopies made, overdue notices mailed, borrowers registered, copies of budget status reports, expenditure reports, attendance reports, reports documenting new activities and services, related correspondence, and similar information.	Retain annual statistical and narrative reports Permanently. Retain other activity /statistical reports for Two (2) calendar years from the year created.	This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Program Registration Records

LRDA Number 20071584

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of registration records for library sponsored events and may include sign-up sheets or completed registration forms with participants' personal information.	Thirty (30) days after event.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	Review for historical value.

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Reference Request Records

LRDA Number 20070958

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reference questions received by public libraries. This series may contain but is not limited to telephone and mail logs, faxes, e-mails, and written correspondence.	Retain until the reference request has been fulfilled.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013	None.

Returns, Includes Records of Items Returned Through Interlibrary Loans

LRDA Number 20070961

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the return of books, periodicals, compact discs, videotapes, audiotapes, film, and similar media.	Retain until item is returned.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Standing Orders

LRDA Number 20070962

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents standing orders for library materials including but not limited to books, periodicals, newspapers, audio tapes, video tapes, CD's, DVD's and similar items.	One (1) fiscal year after cancellation of order.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.